South Kingstown Public Library
Technology Plan
January 1, 2002 – December 31, 2005

Purpose of the Plan

The purpose of the South Kingstown Public Library technology plan is to provide the public and staff with an understanding of how the library has integrated, and will continue to integrate technology and electronic information resources with traditional print and non-print resources.

Vision Statement

During the next three years, the South Kingstown Public Library will strive to continue to provide the latest technology, to use it effectively, and to provide an array of options to help users of all ages meet their needs: job-related, cultural, intellectual, informational, and personal. Special emphasis will be placed on developing a collection of electronic information resources at levels appropriate to the user, training staff to assist users at their point of need, and using technology to provide cost-effective strategies for administrative purposes, as well as managing a wide range of staff duties, thereby freeing up staff for more direct work with the public.

Technology Assessment

A.   Hardware Currently Available 12/1/01

PCs

- ❖ Public use (SKH – 2; SKK – 2; SKI – 12)
- ❖ Circulation Services (SKH – 2; SKK – 2; SKI – 2)
- ❖ Main information/reference desk for staff use (SKI – 1)
- ❖ Juvenile reference desk for staff use (SKI – 1)
- ❖ Technical services and administration (SKI – 4)
- ❖ Staff and administration (SKH – 2; SKK – 2; SKI – 3)

Telecommunications Hardware

- ❖ Dedicated T1 connection to OSHEAN (SKI – 1)
- ❖ Dedicated 56K DDS II connections to the Verizon central office in Providence (SKH – 1; SKK – 1)
- ❖ Bay AN router (SKH – 1; SKK – 1; SKI – 1)
- ❖ Eight port Ethernet hub (SKH –1; SKK – 1)
- ❖ Twenty-four port Ethernet hub (SKI – 1)
- ❖ Twenty-four port Ethernet switch (SKI – 1)
- ❖ 2.5 MPS ASDL 512K connection to Choice 1 for internet access (SKI –1)
- ❖ 56K connection to Choice 1 for internet access (SKH – 1; SKK – 1)
- ❖ 2400 external modem (SKI – 1)

Internal Cabling

- ❖ Category 5 twisted pair. All three buildings are fully wired with category 5

Ribbon Printers

- ❖ Receipt for circulation services (SKK – 2; SKI – 3)
- ❖ Cataloging (labels) for technical services (SKI – 2)

HP Deskjet Printers

- ❖ Public use (SKK – 1; SKI – 2)
- ❖ Juvenile reference desk (SKI – 1)
- ❖ Local Area Network (SKI – 1)
- ❖ Administration and technical services (SKH – 2; SKK – 2; SKI – 1)
- ❖ Staff (SKI – 2)

Laser Printers

- ❖ Public use (SKH – 1; SKK – 1; SKI – 4)
- ❖ Adult Reference (SKI – 1)
- ❖ Administration (SKI – 1)

Laser Barcode Scanners

- ❖ Circulation services (SKH – 2; SKK – 2; SKI – 2)
- ❖ Technical Services (SKI – 2)
- ❖ Adult Reference (SKI – 1)

Peripheral Equipment

- ❖ Power surge protectors for all hardware (SKH, SKK, and SKI)

Other Equipment

❖ Comdial voice telephone system with 15 extensions for administration, staff, and occasional public use (SKI)
❖ Emergency voice telephone line for elevator (SKK – 1; SKI – 1)
❖ Fax machine with separate phone line for administration and staff (SKI, SKK)
❖ Voice telephone line with three extensions for administration, staff, fax, and occasional patron use (SKH)
❖ Voice telephone line with three extensions for administration, staff and occasional patron use (SKK)

B.   Software Currently Available 12/1/01

Operating Systems

❖ Windows 95 (SKH – 1; SKK – 1; SKI –5)
❖ Windows 98 (SKH – 1; SKK – 1; SKI – 14)
❖ Windows 2000 (SKH – 4; SKK – 4; SKI – 4)

Security Programs

❖ WinU (SKH – 2; SKK – 2; SKI – 11)
❖ Ikiosk (SKI – 4)

Telecommunications

❖ Internet Explorer for public access (SKH – 1; SKK – 1; SKI – 3)
❖ Internet Explorer for staff access (SKH – 4; SKK – 4; SKI – 11)
❖ CRT (Terminal emulator) (SKH – 3; SKK – 4; SKI – 7)
❖ Anzio (SKH – 1; SKI – 8)

Internet Filter

❖ CyberPatrol 5.0 (SKH – 1; SKK – 1; SKI – 3)

Multimedia products (public access)

❖ Microsoft Encarta (SKI)
❖ Worldbook Encyclopedia 2000 (SKK)

On-Line Products

❖ CLAN on-line public access catalog (SKH – 1; SKK – 2; SKI – 4)
❖ CLAN on-line circulation and cataloging for staff (SKH – 4; SKK – 4; SKI – 7)
❖ EPClient Online (SKH – 1; SKK – 1; SKI – 1)
❖ Current Biography (SKH – 1; SKK – 1; SKI – 1)
❖ World Geography (SKI – 1)

Productivity (public access)

❖ Microsoft Office (SKI – 2)

Productivity (staff)

❖ Microsoft Office (SKH – 1; SKK – 1; SKI – 8)
❖ Microsoft Works for Windows 95 (SKH – 1; SKK – 1)
❖ Printshop Deluxe (SKH – 1; SKK – 1; SKI – 1)
❖ PrintMaster Gold (SKH – 1; SKI – 1)

<u>Technology Plan Goals</u>

Goal One

To continue to keep pace with and incorporate advancing technological developments in hardware and software into the library system's program of service to meet the informational needs of the community.

<u>**Activities**</u>

1. The SKPL will continue to seek third-party funding for major and minor upgrading of hardware and software associated with the statewide public library network (CLAN) as well as any new innovations the network may require of member libraries.

2. Applications for funding will be submitted to The Champlin Foundations by June 30 of each year if it is determined that said funding is needed to upgrade existing hardware and software associated with CLAN.

3. The SKPL will continually assess the need to upgrade existing hardware and software that is not associated with CLAN. The Library Associate will be charged with this responsibility and will inform the Library Director of these needs as well as recommend a course of action.

4. The Library Director will seek funding for non-CLAN upgrades from The Champlin Foundations.

5. The SKPL will continue to provide Microsoft productivity programs to the public.

Goal Two

To continue to provide electronic information resources including the Internet and online databases that will allow patrons to meet their needs as outlined in the Vision Statement.

<u>**Activities**</u>

1. The SKPL will continue to maintain and enhance its web site (http://204.17.98.73/sklib) so that in-house users and users connecting from another library or remote location (home, office etc.) can learn about library hours, services, collections, and Internet links to help them execute productive searches.

2. The SKPL will continue to provide funding for the online databases available through CLAN.

3. The SKPL will continue to add circulating CD-ROM products to the adult, young adult, and juvenile collection in different subject areas.

Goal Three

To continue to provide library staff the opportunity to enhance their use of technology in their public service and non-public service roles.

<u>Activities</u>

1. The SKPL will continue to provide a line item in the budget for future training for the Library Associate that can be shared with other staff.

2. The SKPL will continue to provide staff with the opportunity to attend any technology workshops, seminars, or conferences sponsored by CLAN, GSLIS, NELA, OLIS, and RILA.

3. The SKPL will continue to provide the technology necessary to allow staff to manage their responsibilities and duties effectively

4. The Library Associate will continue to meet and train with the CLAN Technical Support Specialist on at least a quarterly basis to keep current with the latest technical advances in CLAN and non-CLAN hardware, software, and telecommunications.

Plan Evaluation

The success of the plan will be judged on the ability of the library system to meet the objectives and time lines set forth. The plan will be reassessed annually to evaluate progress and modify objectives set forth.

Approved May1998 by SKPL Board of Trustees
Revised and Approved December 2001